

Meeting Minutes - April 13 - 14, 2005

Lacey Community Center

Advisory Committee Members:

Dave Bellinger, Dave McCormick, Ron Landon, Keith Metcalf, George Hilsinger, Kevin Waligorski, Mark Finch, George Spencer, Elizabeth Lanzer, Ken Stone, Rico Baroga, Pat Morin, Paul Harker, Dick Albin, Terry Berends, Gordon Kennedy, Susan Everett, Tom Swafford, Roger Horton, Tareq AlZeer.

Attendees:

Dave Bellinger, Dave McCormick, Ron Landon, Keith Metcalf, George Hilsinger, Kevin Waligorski, George Spencer, Elizabeth Lanzer, Ken Stone, Rico Baroga, Pat Morin, Paul Harker, Terry Berends, Gordon Kennedy, Tom Swafford, Roger Horton, Marcy Yates, Nadarajah Siva, Kelly Stowe, Michelle Blake, Brian Jones, Andy Everett, Jayms Bates, Veronica Diseth, Sarah Schroder, Nadine Jobe, Paul Sullivan, Mark Finch, Tareq Al-Zeer.

Notetaker: Kelly Stowe

Kickoff

Don Senn, and Gummada Murthy kicked off the meeting.

Gummada thanked the group for coming together. He stressed the importance of the Roadside Inventory System, and asked the group to look at how to use the system that is developed. There task at hand is to decipher who administers these databases, where and how we collect. His hope is to also include ITS features.

This group will help in getting all info together. The Reauthorization bill is going to ask every state agency have a roadway condition reporting system, and we are already there, although we are limited. We need to expand on that.

Don Senn also voiced his support for the Committee. He said that what comes out of this committee needs to be a living thing that can be used out in the field. If we don't have a system where information is transferable, we won't be any better off than we are now. Need something usable and something folks in the field will use. This committee needs to be able to come to a conclusion as to what kind of accuracy is needed, and what costs are involved to get equipment needed.

Funding was set at \$400,000 per region—this is a guestimate. Regions will have a big input as to whether they have workforce to do the work needed or if the TDO needs to be involved. Don acknowledged that the Committee has a challenge in front of them; the committee has Headquarters Executive and Region Administrator support. He wished the group good luck, and

looks forward to hearing how the Committee is doing. If the Executives can help, just let me know.

Introductions

The group introduced themselves and gave background on why they were attending and what they hoped to contribute to the meeting.

Program Review

Tareq gave background of why we are here and what we hope to accomplish. He's met with everyone in the group about this program and what was done in NW Region. The purpose of this Committee is to locate hwy features, and to establish a corporate database to serve business areas statewide. Tareq handed out a packet that included a summary of the NW Region program. The NW Region program collected features that were the highest priority based on maintenance and environmental needs. The NW Region program fit only a few business area needs

Meeting Objectives

Tareq asked the group what objectives they wanted to meet during this meeting.

Ken Stone asked why is Construction Headquarters was missing from the table. They are very important in developing inventory systems. Tareq let the group know that this was not the final group, after this meeting, he will meet with the Construction group and ask them if they are interested in participating.

Other Objectives this group mentioned were:

- Implementation strategy. Envision a smaller committee after this 26 and get the nuts and bolts
- Utilization of existing inventories. There's a lot of value for inventories. From straight design side, to be really useful, needs virtual referencing system, some tie where we can directly pull information from the databases in a usable form.
- Don Senn, said he didn't think survey grade was what was needed. What accuracy is truly needed, to look at what the budget we need to get this data. The more accurate, the better. More users can be brought on board. Easy way to make it more accurate, but look at the costs. The more accurate, the better.
- Look at what features we are talking about, do some require more accuracy, some less?
- Identify costs to go to the next level of accuracy...
- Fewer inventory systems
- More efficient w/ resources
- Location method-reinforce work GIS has done with TDO and OIT
- Commonalities
- Type of impact
- Environmental inventory
- Utilities database (combine environmental and utilities databases w/ this one)
- Develop efficiencies

- Compliance with DIS and EIS regulations

Program Funding

Pat Morin gave an overview of where the funding is, and how they came up with the funding costs. (Info located in the Draft Workplan for the statewide roadside features inventory program on page 4)

There were some concerns from IT. Those concerns were:

- Need to separate costs (IT vs. field work) due to DIS requirements
- No IT Manager identified in the budget

Tareq came up with work plan to submit to legislature by March 1st. Aaron and Pat sat down and were not able to put plan forward without approval of Paula Hammond. Then had to figure where we can take \$3.2 million dollars out of the budget for entire Department, as what we can pull from is shrinking biennium by biennium. WSDOT committed to FHWA to do roadside inventory. WSDOT started effort, but have not been very successful. FHWA is now asking that we follow through on collecting roadside inventory features.

Feature Failures: Instance where a culvert on I-5 failed because it was completely rusted. This caused a delay of another commitment because we didn't know where the culvert was, what the condition of the culvert was and it's failure caused an emergency situation that could have been avoided. There is a need to inventory these things so we can keep track of how many times these things fail and we have to go do emergent repairs. It would be ideal if we could get these crews to gather the information we need as well as the other features since they are right there. The Department has spent \$850,000 collecting inventory to P1. M&IP Program has spent another \$600,000. Went to Paula and explained that doing this project would be a wash money wise, the money would be spent to gather this data effectively and actually get use from it.

We have lost funding by the Legislature for 12 projects because our data was incomplete. The Legislature is saying to us that we need to do a better job and this program will help us do a better job. There is also pressure from regulatory agencies for us to do a better job.

This data may seem expensive to gather but the payoff is huge. Both the Senate and the House are close on reaching an agreement on the budget, but every dollar we are given has strings attached to it. Any preservation of our funds will have to be well managed because we are going to have to make our case every time.

FHWA

Data Collection Van & Pilot Project Update Paul gave an update. Complimented everyone on enthusiasm to get things done. FHWA has a high-tech research facility back in DC. They have developed a proto type van that is the utmost for this type of activity. It looks down into the ground, horizontal and vertical, everything you might need. Just in testing phase at this point, but it is doing well. FHWA is still not at a point to market the vehicle. If anyone wants more info on the van, FHWA will be happy to give you more info.

There are other states that are in the roadside inventory arena, so there are other partners.

FHWA Controlling Design Criteria (refer to packet)

There are 13 controlling data criteria. Inventory portion lets FHWA know where we are. Don Peterson will step in when Paul leaves for Montana.

1. Design Speed
2. Lane width
3. Shoulder width
4. Bridge width
5. Structural capacity
6. Horizontal alignment
7. Vertical alignment
8. Grade
9. Stopping sight distance
10. Cross slope
11. Superelevation
12. Vertical clearance
13. Horizontal clearance. Clear Zone (different than horizontal clearance) is desired as well.

Aside from the 13 mentioned above, FHWA would probably like hardware included, also.

Identifying Existing Data and Projects:

Tareq passed out the list of 19 inventory projects. There were three inventory projects missing: TRIPS, GPS/LRS, and Wetland Monitoring.

Each of the projects had data collected in different ways. This is something to be aware of. After much discussion, it was decided that the Technical team would look at the existing databases and pull info from them and decide what works and what doesn't.

The new database will be designed, and hopefully set up in such a way that will enable for folks to be in different databases and still gather the info they need. There will also be the ability for folks to ask for help gathering the info.

The goal of this group is to establish a technical team together; this advisory committee will oversee the technical team. If the technical team faces a problem, they will come to the advisory committee. If there are problems above that, we will go to the Executive Committee. What Tareq sees as an issue with the major databases is that we are going to change the method in which data is being collected now. This advisory group needs to decide on how we will approach this issue and let the technical group figure it out or tackle this.

The Committee came to an agreement to leave these database issues to the Technical Committee.

Vision of team should be that the database is set up that the location is set up on the same platform so it can be referenced and even if crews are going to be out multiple times, but data should be dumped into the same database.

Data Collection:

It was difficult for the group to narrow down exactly what the highest priority was. After a lot of conversation, but no resolution, Tareq tabled this discussion until later.

Some of the issues/comments brought forth in the initial discussion were:

- From a Maintenance Standpoint- Drainage is one of the highest priorities. The legal mandate is there that makes this a high priority.
- Pat Morin explained that his office is working with the reality that we used to get money in buckets and go out look for projects. Now we need to have scoped projects in order to receive the funding. Culverts are a time bomb ticking. He sees that there needs to be an inventory on culverts and electrical features. (Major drainage and electrical features)
- Looking for feature to collect statewide. Should collect on how we will be using it.
- IT folks are here to tell us what tools we need to build this corporate database.
- How will data be seen? Need to start on how data will be used. Determine how folks will activate it. Is it going to be graphical or is it going to be a report or statistical numbers? If you look at how data is going to be used, that will define how you will collect it. Vision was going to get this started and look at the format later.
- List of worn out assets.
- Everyone needs to be on board with the way data is collected.
- Purpose (go back and look at the purpose) Collect feature inventory. Milepost and coordinate systems. All business areas needs/wants to know what's out there and where it is and how many are there. Focus on that. We are taking \$400,000 from each region; we can do only so much with those funds. Hopefully, some time in the future, we'll have more money and can collect more features. If we agree on this, we are at the next step.
- Create a technical committee to decide how we will collect; the advisory committee needs to decide what to collect.
- Put x amount of resources out in the field and collect x amount of data with that set of resources. Need to decide what we want to get in order to start moving.
- Need to get away with how and focus on what we are going to collect.
- Need to use this info to build our 709 program. Need to sit down w/ highway safety group and see what they would like us to gather. Big piece we are missing is clear zone.
- Some features, the technical crews won't be able to do, so take those off the list.
- Look at what we've picked up in the past with Clear Zone data. Focus on what's funding this program and start from there.
- Guardrail is the highest priority.
- This project needs to be done like any other project. We need more than a data collector; we need a designer.
- Need to get to what elements are we going to gather and what are we not.
- If first 6 months, they finish the first priority, they go to the next. Some areas of the state, you can do both...
- If a crew is traveling several hours to get guardrails, it doesn't make sense to come back at a different time to get the cross culverts.
- Fixed objects on the roadside. Car leaves the roadway, they get a soft landing. If we can't give a soft landing, give them guardrail.

Deliverables:

Expectations of what we hope for this program to deliver the first two years:

- Corporate Database (everyone can access, everyone can see; ability for security on this application)
- Query tools
- Tools or software in getting the data to the database
- Data
- Mechanism to collect the data
- Assess existing databases, data
- Priority list
- Logical links between sets of data that already exists.
- Assess data quality
- GIS – part of the workbench
- Web application
- Ability for database to report to other applications (technical issue)
- Integrate this data with info from other transportation agencies and government agencies (complicated requirement—need automated database link-if that's not needed, then that gives people an idea of what's needed when developing a database)
- Make sure we are developing a database that will work, adds value to the running of the business...not a database to meet requirement.

Risk Management:

Concerns of what will make this project fail.

- Need a clear definition of success; otherwise, this project will fail. Keith Metcalf reiterated that we need something that is accurate, easy to use and quick...that would define success.
- Have to have something that will help us to at the drop of a dime, tell our story, and quickly scope projects for the Legislature...otherwise this program will fail.
- May need more office staff help to make this successful.
- Concern of how much data two man crew can cover in two years.
- Priorities may change.
- Need agreement on what we are going to collect—we will fail if this does not happen.

Project Controls:

Committee agreed that they will get together at least quarterly for updates.

Data Collection re-visited:

Use design data list. Go around table and ask what features people want to collect.

Keith Metcalf suggested that the group take NW Region's list, take out wetlands and add fixed objects and hazardous slopes.

Marcy asked about ITS since Gummada mentioned that as one of his interests. SIMMS covers some of the ITS issues

There was discussion as to why it is so critical to make sure the list is 100% correct today. The question posed to the group was wouldn't a lot more progress be made if the group accepted some of what NW Region has already done rather than to try to re-invent the whole process.

The feature code list the survey crews use could be the starting list. That can lead this group to where we can stage data collection and where to go on with IT development.

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Day 2

Continued discussion from Day 1.

Tareq asked if everyone agreed to yesterday's decision to collect the inventory list that NW Region used, minus the wetlands, with the addition of clear zones and fixed inventory. The group decided that they needed to have a better definition of what was to be included in the clear zone features.

Roger Horton showed the group the Roadway Object & Attribute Data (ROAD) draft standards and procedures manual that the TDO put together. He stressed to the group that we needed something comparable to this draft standards and procedures in order to get this project off the ground.

Keith Metcalf thought that with the list for what was collected with ROAD, Tareq's list and John Milton's list, the group now has a starting point.

After it was decided that Milton's list seemed to be the most comprehensive, the group then began to add the features that were missing.

Drainage culverts and streams and wetlands needed to be added, and also noted that there needs to be a way to flag Riparian Zones.

- Intersections
- Junction Boxes added
- Signs should be on the list
- Basic description... 19 systems—look deeper into them.
- Monuments (survey crew is working on a database that identifies statewide where the monuments are—can we wait until surveyors get good GPS location on the monuments)
- Add rumble strips and durable pavement markers
- Road approaches (legal only)
- Bridges & Walls
- Miscellaneous, Fixed locations
- ITS features
- Underground utilities
- Change catch basins to water collection device
- FHWA listings need to be added? FHWA elements don't really fit with the roadside features....
- Add FHWA Features- horizontal clearance and slopes
- Facilities (park n rides, rest areas,) spot location in database (multiple agency use)

- Sidewalks, Bike paths, trails
- WETLANDS, environmental
- Stormwater treatment facilities and outfalls
- Mile post paddles
- Curbing
- Formal Landscape area.
- Mitigation sites
- RWIS stations
- Fire hydrants

Some of the features listed, have the databases that are in existence identified. Gordon Kennedy will visit and call the folks associated with existing databases and determine what data is available.

Technical Committee:

Committee decided on technical team. The responsibility of each person on the team is to help develop the corporate database. Representatives from IT, GPS, ESO, Design, Maintenance will make up this Technical Committee.

The objective of this team will be to have one technical team working together to get the product we need: The suggestion was made that the Committee change the name from Technical Team to Project Team so folks don't get wrapped up on the "Technical" title. This team needs to be a much smaller group than the Advisory Committee.

Roger Horton brought up that a decision needed to be made as to what area of the Department is going to take the lead on this project. He asked if the rest of the group thought that the TDO should be the program lead. The committee agreed that the Project Lead Office should be the TDO. The TDO will also be who maintains the data.

The Project Team will be made up from the following groups:

- TDO
- Project Development (Terry/Dick)
- Maintenance/Operations person
- Environmental
- IT/GIS

Commitment from the business areas is needed in order to be successful, and Roger will now work with having people assigned to the representative roles.

NW Region has committed Tareq's time to the project only until June 14, 2005.

Program Staffing:

It is proposed for this project that imaging and inspecting equipment will be purchased to go out and train Maintenance Crews to inspect culverts. The cost of this equipment is around \$65,000.00. Staffing would be a crew of a TPT 2 and 3 and a programmer for each region.

Roger wondered if this was something this team should decide or come back to on another date. Terry Berends saw this as budget being given to the Regions, and then they decide on these positions.

Many felt that there is a need to look at roles of Headquarters and the Regions to ensure that there is a common ground on how things are going to be done. Concerns can be dealt with if the group comes to a consensus on the process. The Committee needs to come up with roles and expectations and put that as a string attached to the dollars. If we are going to go to a statewide program, a level of understanding has to come up front.

The House and Senate have made it clear that every project will have a clear goal, and we will update them every 6 months.

After much discussion the Committee decided that there is a lot of time for this discussion and it will be tabled. The committee will discuss this at another time.

Next Steps:

It is important to establish some base needs as far as what type of data is being picked up and what types of codes are being used. This should be established shortly.

If we start consolidating data quickly, we can get something started.

Data collection methods and accuracy will be decided by this group, the ultimate goal is to enable people to collect data the correct way so we can utilize data prior to the database being developed.

Priority Tasks/Action Items for this Committee:

- Data Collection methodology/ standards
- Existing database inventory/evaluation.
- Business Plan development -Deliverables ready by July 07
- Project Charter (how technical portion will be built)
- Communication Plan (web site; e mail)
- Develop a Schedule
- Advisory Committee Meeting Schedule
- Finalize the Project Team (needs to be established immediately)
- Staff selection of IT Support and Business Manager—action item for Roger Horton
- Research Data Collection Equipment Needs
- Research VRS

Advisory Committee Long Term Roles:

- Set Goals for Project
- Oversee project team performance
- Committed as a group for 2 years
- Meet every other month for first 3 months, and then meet every 6 months for the next 3

meetings. These meetings will be held in Olympia, exact location will be determined.

Next Meetings:

- June 8th
- August 24th
- October 12th

The August meeting the group will see where they are at whether the committee will continue to meet every other month or not.

Protocol: if at the next meeting, if a member cannot attend, do you send someone else in your place or do you not send anyone at all. When agenda is sent out, decisions that the group is looking for out of the meeting will be included. It will be up to the individual to decide if they want to send a replacement.

Communication Plan:

The Committee planned out how information would be shared with Regions and Execs.

Minutes: Should minutes, and other communications for the group be posted on a Website at the TDO so they are posted in an easy to access location? Sharepoint is available. Charles Fletcher has already set up at the TDO.

E-mail w/ link to share link. Major milestones will go out to large group via e-mail.

Roger will be the point of contact to keep executive group informed.

PE Conference Calls will be a good way to communicate with the Project Design Group.

Rico will take the lead on making sure Maintenance Staff receive minutes and information about the group.

Moving Forward with the Plan/Concerns:

As the group meets, they will be able to better see when crews are actually going to be able to go out and collect data.

Concern was shared that the list put together was so comprehensive, that if the goal is to develop a database is developed that has to meet up to everyone's hopes and dreams, we will not be able to get

Terry wondered if it was too soon to do this. All of the information is not available in order to have this type of discussion, yet.

Group looked over the Top Ten Causes of Software Failures. They are:

1. Lack of User Involvement-users around the table already, so not a big concern

2. Lack of clear basic requirements
3. Lack of Executive Support-doesn't apply Execs have given full support
4. Lack of Competent Staff-not so much a worry of incompetent staff but perhaps not getting the right person for the job.
5. Inexperienced project manager-important issue and Roger is going to pay close attention when hiring for this position
6. Lack of Project Planning-VERY Big Issue!
7. Unclear business objectives- Some of the group is a little unclear-maybe next meeting needs to be two days? Group decided to send it up as a one day, all day. Business owners are going to know what their objectives are.
8. Lack of project ownerships-group seemed comfortable with ownership of project.
9. Unreliable estimates
10. Milestones too Large

Roger said he thought this list would be helpful to bring out and discuss at future meetings, and see where we need to focus..

Meeting adjourned with everyone thanking Tareq for his hard work in getting this meeting together..